

10-8-1980

CWU Faculty Senate Minutes - 10/08/1980

Esther Peterson

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MINUTES: Regular Faculty Senate Meeting, 8 October 1980
Presiding Officer: Larry L. Lawrence, Chairman
Recording Secretary: Esther Peterson

The meeting was called to order at 3:30 p.m.

ROLL CALL

Senators Present: All Senators or their alternates were present except Robert Bentley, Clint Duncan, Don Garrity, Peter Gries, George Grossman, Wilbur Johnson, Robert Jones, Kathleen Morris, Joe Schomer, and George Stillman.

Visitors Present: O. W. (Bill) Wensley, Walter Emken, Nancy Lester, Larry Sparks, Charles Hawkins, Lt. Col. Hubbard, Charles McGehee, Jimmie Applegate, Helmi Habib, Lou Bovos, Gerald Reed and Wolfgang Franz.

CHANGES TO AGENDA

1. Under V. Approval of Committee Appointments, add:
 - C. Letter from Dean Williams, dated October 1, 1980, regarding problem of textbook orders.
 - D. Letter from Vice President Harrington, dated October 6, 1980, regarding problem of textbook orders.
 - E. Letter from George Stillman, dated September 30, 1980, regarding summer employment for department chairmen.
 - F. Letter from Warren Street, dated October 6, 1980, regarding Honors College requirements.

APPROVAL OF MINUTES

MOTION NO. 1943: Mr. Tolman moved, seconded by Ms. Sands, that the Faculty Senate Minutes of May 28, 1980 be approved. Passed by a unanimous voice vote and no abstentions.

ADOPTION OF RULES AND MEETING SCHEDULE

Chairman Lawrence remarked that as the result of revisions made in the Faculty Code last Spring, the Senate is at the moment operating without By-Laws. For the time being, the Chair proposes that the Senate continue to operate generally under the former rules until the new rules and procedures are drawn up--Robert's Rules of Order, automatic acceptance of Committee Reports, No Smoking, and 5 p.m. adjournment, as well as pertinent items in the 1979-80 Faculty Code. The Chair will later, under New Business, ask for a motion directing the Executive Committee, or an ad hoc committee, if preferred, to draft By-Laws for approval by the Senate before the end of this quarter.

Without objection, the yearly meeting schedule, except for special meetings or unplanned changes, was established as follows:

<u>Fall Quarter</u>	<u>Winter Quarter</u>	<u>Spring Quarter</u>
October 8, 22	January 14, 28	April 8, 22
November 5, 19	February 11, 25	May 6, 20
December 3	March 11	June 3

The chairman announced that as yet the Senate does not have a Parliamentarian. He would welcome any suggestions for someone who could serve.

APPROVAL OF SENATE STANDING COMMITTEE APPOINTMENTS

A list of Executive Committee appointments to the Senate Standing Committees for 1980-81 was distributed, as follows:

Senate Academic Affairs Committee

*Frank Carlson
Walter Emken
*Corwin King
*Robert Lapen
Nancy Lester

Senate Budget Committee

*Jay Forsyth
*George Grossman
Ken Harsha
Larry Sparks
*Gregory Weeks

Senate Curriculum Committee

*Robert Dean
 *Peter Gries
 Otto Jakubek
 *V. Wayne Klemm
 *Carolyn Schactler

Senate Code Committee

*David Canzler
 Wolfgang Franz
 Charles McGehee
 *Owen Pratz
 O. W. (Bill) Wensley

Senate Personnel Committee

Charles Hawkins
 *James Hawkins
 *Robert Jones
 *Tom Kerr
 *Alma Spithill

Council of Faculty Representatives (CFR)

Ken Harsha
 George Grossman
 James Alexander

*Senator

MOTION NO. 1944: Ms. Appleton moved, seconded by Jim Hawkins, that the Senate ratify the Senate Standing Committee appointments. Passed by a unanimous voice vote and no abstentions.

Executive Committee nominations for the Faculty Grievance Committee were not ratified by the Senate at the last regular meeting of the academic year, as required by the Faculty Code 3.56 C, but were presented for action at this time. Faculty Grievance Committee members nominated to serve are as follows:

Regular Members

Ken Gamon
 Terry DeVietti
 Dave Lygre

Alternate Members

E. E. Bilyeu
 Dan Unruh
 Dolores Osborn
 Marco Bicchieri

MOTION NO. 1945: Mr. Canzler moved, seconded by Ms. Sands, that the Senate ratify the Faculty Grievance Committee members, as listed.

Mr. Hawkins pointed out that the Senate Personnel Committee has previously been charged with issues which should be grievance issues before the Faculty Grievance Committee. There are no channels of communication between the two committees and he urged that the committees set up some sort of channel for discussion and resolution of problems of overlap and jurisdiction.

Chairman Lawrence noted he would address an inquiry into the problem.

Motion No. 1945 was passed by a majority voice vote.

COMMUNICATIONS

- A. Letter from Corwin King, dated June 17, 1980, regarding reporting on grading practices. The report is on the Agenda under Old Business, and will be summarized by Mr. King at that time.
- B. Letter from Ken Hammond, dated September 26, 1980, detailing his perception of a serious problem regarding inadequate textbook orders by the University Bookstore. He recommended a number of investigative and corrective measures to be undertaken by the Bookstore staff, the Library Advisory Committee, the Deans, and the Faculty Senate.
- C. Letter from Burton Williams, dated October 1, 1980, addressed to Wendell Hill, with a copy to the Faculty Senate, stating that this quarter he has had a considerable number of faculty members complaining about their problems with the bookstore. He is aware of the difficulties that bookstores everywhere are encountering; however, he believes there is room for improvement with CWU's own bookstore services and offers to work with Mr. Hill and his staff in improving bookstore services.
- D. Letter from Vice President Harrington, dated October 6, 1980, addressed to Wendell Hill, with a copy to the Faculty Senate, stating that he has received several communications regarding the current practice of textbook purchases by the bookstore. He feels that the best solution to answering the current concern lies in Dr. Larry Lawrence's letter to him of October 1, 1980 suggesting that Vice President Harrington or the President ask the Bookstore Advisory Committee to investigate the causes and magnitude of the problem this

quarter and report back to you and to the Faculty Senate on the policies and procedures of textbook ordering and possible corrective measures." He asks by means of this memo that Mr. Hill schedule a meeting of the Bookstore Advisory Committee with him next week so that he may share the above charge with them.

- E. Letter from George Stillman, dated September 30, requesting that the Senate investigate the problem of summer employment re-imbursement to department chairmen. He believes that it is in the best interest of the University that a complete study be made of the various ways in which the departments are presently dealing with this problem and that the Senate recommend to the administration a university-wide policy consistent with good management and fair practices that does not rely on the individual's private negotiations with Deans. This request will be referred to the Academic Affairs Committee as one of its charges.
- F. Letter from Warren Street, chairman of the William O. Douglas Honors College Committee, petitioning the Senate to allow the program to drop the requirement that breadth electives not be chosen from a student's minor. The restriction has the effect of greatly reducing the options open to our students, especially if they have multiple minors or if their majors and minors are in the natural sciences. He states he will be glad to meet with those considering Senate action on this matter. This request will be referred to the Curriculum Committee.

CURRICULUM

A. University Curriculum Committee proposals, page 554 and 555

1. Page 554

a) ANTHROPOLOGY --COURSE ADDITIONS

ANTH 260. Introduction to Museology. (3)

MOTION NO. 1946: Mr. Hawkins moved, seconded by Ms. Sands, that the University Curriculum Committee proposal, ANTH 260. Introduction to Museology (3), be approved by a majority voice vote and one abstention.

ANTH 360. Museum Curation and Management. (3)

MOTION NO. 1947: Ms. Appleton moved, seconded by Mr. Lapen, that the U.C.C. proposal, ANTH 360. Museum Curation and Management. (3), be approved. Passed by a unanimous voice vote and no abstentions.

ANTH 361. Museum Exhibit Design. (3)

MOTION NO. 1948: Mr. Brennan moved, seconded by Mr. Canzler, that the University Curriculum Committee's proposal, ANTH 361. Museum Exhibit Design (3), be approved. Passed by a unanimous voice vote and 2 abstentions.

b) COMPUTER SCIENCE--COURSE ADDITION

CPSC 384. Foundations of Computer Graphics. (4)

MOTION NO. 1949: Mr. Tolman moved, seconded by Mr. Hammond, that the University Curriculum Committee proposal, CPSC 384, Foundations of Computer Graphics, (4), be approved. Passed by a unanimous voice vote and no abstentions.

c) MATHEMATICS--COURSE ADDITION

MATH 100. Basic Mathematics (3)

MOTION NO. 1950: Ms. Sands moved, seconded by Mr. Kerr, that the UCC proposal, MATH 100, Basic Mathematics (3), be approved. Passed by a majority voice vote and 3 abstentions.

2. Page 555

a) INTERDISCIPLINARY STUDIES--COURSE ADDITION

Interdisciplinary Studies 290, Contracted Field Experience, 2-4 credits.

MOTION NO. 1951. Mr. Lapen moved, seconded by Ms. Schactler, that the UCC proposal, Interdisciplinary Studies 290, Contracted Field Experience, 2-4 credits, be approved.

Discussion ensued. Concern was expressed about the possibility of overlap between Contracted Field Experience in Interdisciplinary Studies and Contracted Field Experience in some disciplines. By nature of the major, Interdisciplinary Studies students should be able to pick up their CFE in the various disciplines that offer it; and the IS 290 might merely duplicate or conflict with those existing courses.

MOTION NO. 1952: Mr. King moved, seconded by Mr. Hawkins, to refer the proposal back to the Undergraduate Curriculum Committee to have information about who is responsible where there is duplication overlap and how this course will function. Passed by a majority voice vote and one abstention.

b) CHEMISTRY--COURSE ADDITION

CHEM 495. Senior Research. By permission only. (1-6)

MOTION NO. 1953: Mr. Hammond moved, seconded by Ms. Sands, that the UCC proposal, CHEM 495, Senior Research, (1-6), be approved. Passed by a unanimous voice vote and no abstentions.

REPORTS

A. Chairman--Mr. Lawrence commented on the following items:

- 1) The meeting location for the year will be in SUB 204-205 which is more centrally located on campus and offers more space for visitors than did the previous location. The Senate will meet here from 3:00 to 5:00 on the second and fourth Wednesday of each month.
- 2) This year minutes will be sent to all faculty members so they will have information regarding what the Senate is doing. Departmental Senators should still feel responsible for reporting to, discussing with, and involving their departments.
- 3) The Revised Faculty Code is in the mail at this time. Both Ken Hammond and Chairman Lawrence reviewed the proofs very late this summer and all changes approved by the Senate last year have been incorporated. Further work is needed on the Code, including the Lay-Off Policy and possibly some revision of the Grievance procedure. The Code Committee will be charged with these items as needing attention.
- 4) There is a problem of an Alternate from Ethnic Studies. Since James Peterson is the only full-time member and Lillian Canzler does not meet the Code requirement of 50% in that department, the Executive Committee has ruled that Ethnic Studies must be represented on the Senate without an Alternate. Problems of this kind lead to a charge to this year's Senate Academic Affairs Committee to study the matter of Senate representation. Any possible recommended changes will require Code amendment.
- 5) Mr. Lawrence has requested membership on the Vice President's Advisory Council, in accordance with a provision that appears in the new Code. He has had no answer yet.
- 6) On the problem of textbook orders this Fall, Mr. Lawrence addressed a letter to Vice President Harrington, whose reply was read under Communications. Chairman Lawrence's second recommendation, in concurrence with Mr. Hammond's, that the proof of purchase for use of textbooks placed on reserve be suspended for Fall Quarter, was not addressed. With the Senate's approval, he will present this recommendation to the Library Advisory Committee. The important points, however, are that an investigation will be made, and that the Senate will receive a report.
- 7) Future business--Committee charges: In addition to the items already mentioned, Mr. Lawrence reported that the Senate Academic Affairs Committee will be charged with a study of format for the Class Schedule Booklet and with the question of Summer employment for department chairman, as raised by George Stillman; the Personnel Committee with a study of faculty parking; and with Summer Contingency Contracts; the Curriculum Committee with improved liaison with the University Curriculum Committee, and with the final action (Curriculum Guide) on the problem of X41 courses; and the Code and Budget Committee with what such committees do. These charges should generate later work for the Senate, and suggestions will be welcome for further action that might improve professional and personal conditions at CWU.

OLD BUSINESS

A. Army ROTC Unit at CWU

quarter and report back to you and to the Faculty Senate on the policies and procedures of textbook ordering and possible corrective measures." He asks by means of this memo that Mr. Hill schedule a meeting of the Bookstore Advisory Committee with him next week so that he may share the above charge with them.

- E. Letter from George Stillman, dated September 30, requesting that the Senate investigate the problem of summer employment re-imbursement to department chairmen. He believes that it is in the best interest of the University that a complete study be made of the various ways in which the departments are presently dealing with this problem and that the Senate recommend to the administration a university-wide policy consistent with good management and fair practices that does not rely on the individual's private negotiations with Deans. This request will be referred to the Academic Affairs Committee as one of its charges.
- F. Letter from Warren Street, chairman of the William O. Douglas Honors College Committee, petitioning the Senate to allow the program to drop the requirement that breadth electives not be chosen from a student's minor. The restriction has the effect of greatly reducing the options open to our students, especially if they have multiple minors or if their majors and minors are in the natural sciences. He states he will be glad to meet with those considering Senate action on this matter. This request will be referred to the Curriculum Committee.

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Interdisciplinary Studies 290, Contracted Field Experience, 2-4 credits.

MOTION NO. 1951. Mr. Lapen moved, seconded by Ms. Schactler, that the UCC proposal, Interdisciplinary Studies 290, Contracted Field Experience, 2-4 credits, be approved.

The Army ROTC Unit proposal was presented to the Senate and discussed at the May 28 meeting by Jimmie Applegate. He explained at that time that it would provide scholarships for selected students and pay for advanced students. It would prepare university graduates to serve as officers in the active army, the national guard, or a reserved unit. The existing AFROTC unit is planning on perhaps 20 cadets for next year, and there are expectations it will continue to grow. Mr. Applegate was again present at this meeting to explain the program and answer questions. Lt. Col. Hubbard was also present to discuss the program.

MOTION NO. 1954: Ms. Sands moved, seconded by Ms. Spithill, that the Army ROTC Unit proposal be approved.

The proposal was discussed at some length. Concerns were expressed about matters of funding (fears that support money for this new program would cut into budgets of established programs, and that future demands for physical facilities, e.g., a rifle range, might be prohibitive) and about faculty control of curriculum for the proposed program.

Motion No. 1954 was voted on and passed by a majority voice vote and six abstentions.

B. Ad Hoc Committee on Grading--Mr. King briefly summarized the report distributed at the meeting. The conclusion, and most important thing the committee found, after sifting through all of the data, was that CWU's grading practices are apparently not out of line with those of other schools of similar type. He noted that no matter how the university's grades are computed or explained, they do not correspond with the catalogue statement. The average undergraduate GPA remains above a "C", and the percentage of "A" and "B" grades awarded every quarter remains considerably above what the catalogue claims as the model grade. In consideration of this, the Ad Hoc Committee on Grading Practices makes the following two recommendations:

- 1) That the line in the catalogue claiming "C" as the most frequently earned grade in an undergraduate course be deleted. (NOTE: This action has already been taken in the new 1980-81 Catalogue, thus this recommendation is currently moot!)
- 2) That Deans and Department Chairmen continue their careful reviews of quarterly grade reports, and that all faculty maintain their efforts to assign grades responsibly.

Chairman Lawrence remarked that the Executive Committee would send copies of the grade report to the Deans.

NEW BUSINESS

A. Adoption of Resolution on Blue Cross Billing--Mr. Lawrence remarked that this Resolution would remove a minor irritant on campus and expedite medical payments by having Blue Cross claims sent directly from the provider rather than by the patient;

RESOLUTION

RESOLVED:

Since the medical insurance for Washington state employees is Blue Cross of Washington and Alaska; and

Since the faculty and staff of CWU, in addition to other state employees in Ellensburg, must constitute a significant share of business for local medical practitioners; and

Since some of these practitioners (dentists and the hospital) find it feasible to bill Blue Cross claims directly; and

Since the delay and error often involved in the personal billing of claims by patients lead to overdue payments and rebilling by the clinics, with consequent embarrassment for the individual, loss of revenue for the clinics, and general ill will;

Therefore, the Faculty Senate of CWU recommends that the University, through the offices of the President and Insurance and Retirement Office, seek to persuade all county medical practitioners to adopt a system of direct billing of Blue Cross claims.

MOTION NO. 1955: Mr. Utzinger moved, seconded by Mr. Canzler, that the Senate endorse the Resolution. Passed by a unanimous voice vote and no abstentions.

B. Appointment of ad hoc Committee (Executive Committee) to draft By-Laws --

A Committee needs to be established to draft the Senate By-Laws.

MOTION NO. 1956: Mr. Hammond moved, seconded by Ms. Schactler, that the Senate Executive Committee be directed by the Senate to draft Senate By-Laws. Passed by a unanimous voice vote and no abstentions.

RECESS FOR COMMITTEE ORGANIZATION

The meeting recessed to enable Standing Committee members to organize and select their chairman.

ADJOURNMENT

The meeting adjourned at 4:45 p.m.

The next regularly scheduled meeting will be November 5, 1980, at 3:00 p.m., in SUB 204-205.

FACULTY SENATE MEETING

3:30 p.m., Wednesday, October 8, 1980

SUB 204-205

A G E N D A

- I. ROLL CALL
- II. CHANGES TO AGENDA
- III. APPROVAL OF MINUTES of Mary 28, 1980
- IV. ADOPTION OF RULES AND MEETING SCHEDULE

- A. Adoption of interim By-laws
- B. Yearly meeting schedule

Fall Quarter

October 8, 22
November 5, 19
December 3

Winter Quarter

January 14, 28
February 11, 25
March 11

Spring Quarter

April 8, 22
May 6, 20
June 3

- C. Senate Parliamentarian

- V. APPROVAL OF SENATE STANDING COMMITTEE APPOINTMENTS

VI. COMMUNICATIONS

- A. Letter from Corwin King, dated June 17, 1980
re: report on grading practices
- B. Letter from Ken Hammond, dated September 26, 1980
re: ordering of textbooks

VII. CURRICULUM PROPOSALS

- A. University Curriculum Committee proposals, pages 554 and 555

VIII. REPORTS

- A. Chairman

IX. OLD BUSINESS

- A. Army ROTC Unit at CWU
- B. Ad hoc Committee on Grading

X. NEW BUSINESS

- A. Adoption of Resolution on Blue Cross Billing
- B. Appointment of ad hoc committee (Executive Committee) to draft
Senate By-Laws

XI. RECESS FOR COMMITTEE ORGANIZATION

XII. ADJOURNMENT

FACULTY SENATE MEETING OF

Oct 8, 1980

ROLL CALL

SENATORALTERNATE

✓ Appleton, Laura

David Kaufman

Bentley, Robert

Don Ringe

✓ Brennan, James

Lawrence Lowther

✓ Briggs, Kenneth

Karen Jenison

✓ Canzler, David

Thomas Blanton

- Carlson, Frank

✓ Daryl Basler

✓ Dean, Robert

Barney Erickson

Duncan, Clint

Walter Emken

✓ Forsyth, Jay

Patrick O'Shaughnessy

Garrity, Don

Ed Harrington

Gries, Peter

Sidney Nesselroad

Grossman, George

Helen Rogers

✓ Hawkins, James

Betty Evans

✓ Henniger, Michael

Mary Ellen Matson

✓ Hill, Edwin

Gerald Brunner

Johnson, Wilbur

Makiko Doi

Jones, Robert

Kaatz, Martin

✓ Ken Hammond

✓ Kerr, Tom

Robert Jacobs

✓ King, Corwin

Roger Garrett

✓ Klemin, V. Wayne

Connie Roberts

✓ Lapen, Robert

John Shrader

✓ Lawrence, Larry

Keith Rinehart

✓ Morris, Kathleen

Wells McInelly

✓ Nylander, James

Deloris Johns

✓ Peterson, James

Max Zwanziger

✓ Pratz, Owen

Clayton Denman

✓ Sands, Catherine

Bette Jeanne Sundling

✓ Schactler, Carolyn

Calvin Greatsinger

Schomer, Joe

✓ Shrader, Dorothy

Kenneth Cory

✓ Spithill, Alma

Nancy Lester

Stillman, George

✓ Tolman, Rosco

Peter Burkholder

✓ Utzinger, John

Clair Lillard

✓ Weeks, Gregory

Richard Jensen

✓ Wheeler, Raymond

Dale Samuelson

✓ Wood, Richard

Esbeck, Edward

✓ Worsley, Stephen

✓ ASC(?) Michael Green

Faculty Senate
VISITORS PLEASE SIGN

Helmi Habib
JIMMIE R. APPLEGATE
LT COL DAVID B. HUBBARD
Lou Buros
Jerry Reed
Charles McGehee
Gary Sparks
Walter F. /

RESOLUTION

RESOLVED:

Since the medical insurance for Washington state employees is Blue Cross of Washington and Alaska; and

Since the faculty and staff of CWU, in addition to other state employees in Ellensburg, must constitute a significant share of business for local medical practitioners; and

Since some of these practitioners (dentists and the hospital) find it feasible to bill Blue Cross claims directly; and

Since the delay and error often involved in the personal billing of claims by patients lead to overdue payments and rebilling by the clinics, with consequent embarrassment for the individual, loss of revenue for the clinics, and general ill will;

Therefore, the Faculty Senate of CWU recommends that the University, through the offices of the President and Insurance and Retirement Office, seek to persuade all county medical practitioners to adopt a system of direct billing of Blue Cross claims.

**CENTRAL WASHINGTON UNIVERSITY**

Ellensburg, Washington 98926

Affirmative Action/Equal Employment Opportunity/Title IX

DEPARTMENT OF COMMUNICATION

PHONE (509) 963-1066

MASS MEDIA

SPEECH COMMUNICATION

RECEIVED

October 2, 1980 OCT 6 1980

FACULTY SENATE

Dear Larry,

Here's the grading report you wanted -- as well as some additional information not included in the report. In considering various sources of grade inflation, one thing our committee thought about was the ratio of full to part-time students on the theory that more part-time students would increase GPA's (fewer hours + more study time = better grades). So we compiled the enclosed "chart" on percents of FTE students per quarter relative to headcount numbers. As the chart reveals, our percent of FTE students has declined markedly over the past six years, though it hasn't seemed to affect our quarterly GPA's very much.

Another thing we considered was the quarterly distribution of students by class on the theory that more upperclassmen would increase GPA's (older, better study habits, etc. = better grades). So we compiled the enclosed graph on relative percents of freshmen, sophs., jrs. and srs. As it reveals, with some seasonal fluctuations the sizes of classes have remained proportionally similar, and again, it doesn't seem to have affected GPA's very much.

I don't know what you can do with this added info. but I thought I'd pass it along since I had it.

Cheers!

Gavin



CENTRAL WASHINGTON UNIVERSITY

Ellensburg, Washington 98926

Affirmative Action/Equal Employment Opportunity/Title IX

DEPARTMENT OF GEOGRAPHY AND LAND STUDIES

MEMORANDUM

RECEIVED

SEP 29 1980

FACULTY SENATE

TO: ✓ Larry Lawrence, Chairman, Faculty Senate
Don Garrity, President
Ed Harrington, Vice President for Academic Affairs
Courtney Jones, Vice President for Business Affairs
Burton Williams, Dean of the College of Letters, Arts & Sciences
Jimmie Applegate, Dean of Professional Studies
Larry Danton, Dean of the School of Business Administration & Economics
Dale Comstock, Dean of the Graduate School & Research
Don Schliesman, Dean of Undergraduate Studies
Frank Schneider, Dean of Library Services
Don Guy, Dean of Students
Wendell Hill, Director, Auxiliary Services
Fred Davenport, Manager, University Bookstore
Gary Moore, Assistant Manager, University Bookstore

FROM: Ken Hammond

DATE: September 26, 1980

This letter details my perception of a serious problem with regard to textbook orders by the University Bookstore. I hope to determine if the problem is widespread and what corrective actions may be taken.

Dr. Kaatz and I are using the same text in Physical Geography. With a fair number of years experience as a guide I informed the bookstore that I would need 90 books for this Fall. In fact, on the first class roster I had 89 students. Dr. Kaatz also ordered books and had more than 50 enrolled. It would not have been unreasonable for the bookstore to order a few extra copies as the course is taught every quarter and so far as I can recall, we have never changed texts during the year. Without my knowledge or consent and based on considerably less insight, bookstore personnel ordered only 50 Physical Geography texts. Jerrols Bookstore ordered 40 copies. I scarcely need to detail the problems created when more than 60 students lack texts. I suggest the situation is detrimental to our image and is damaging to our academic programs. I know it is time-consuming for me to cope with a situation caused by incompetence, bad judgment, hard luck, or some other deficiency on the part of personnel whose major function is to support the faculty who do the work that justifies the existence of this institution.

To alleviate the problem it is now bookstore policy to place copies on library reserve when the title is no longer available for sale. However, in order for a student to have access to that reserve book, prepayment for that text on order is required by the bookstore. The student is then locked into buying a book

from the bookstore even if a title does not arrive until late in the term. I pointed out to Mr. Gary Moore that it was not my fault nor the fault of the students that the books were not generally available and asked that all of the students inconvenienced by their mistake be allowed access to those two reserved books. His response was to stick with the policy no matter how detrimental to students and their academic programs.

I feel certain I am not alone in my problems with textbook orders at the bookstore. If I am I will quietly solve those problems on my own. If not, I would appreciate faculty support for some recommended actions and changes.

First, I ask that academic deans circulate this letter to departments and ask that those with similar documented cases please contact me.

Second, I ask that those responsible immediately rescind the requirement for special order prepayment to use reserve books in any instance where the bookstore ordered fewer books than requested by a professor.

Third, I recommend that the Faculty Senate Executive Committee ask Mr. Moore and anyone else concerned with textbook policy to please explain to the Senate the operation of that department and to provide an opportunity for faculty to ask questions. I would like to have a description of how the new reserve policy has worked this Fall Term.

Fourth, I recommend that the faculty demand to know on a timely basis when any changes whatsoever are made to book order requests so that we might compensate for the detrimental impacts bookstore decisions have on academic programs.

Fifth, I ask that the bookstore advisory committee publish a schedule of regular meetings and distribute an agenda to all departments. The major bookstore function should be to support the academic programs. Mr. Moore asserted to me we are now receiving the best service ever but my 18 years of experience at Central suggests he is in error. It appears to me they are badly in need of advice.

Sixth, it seems elementary that the textbook department recognize each situation is unique. Some classes are taught every quarter, some are required, some have multiple sections, etc. Overstock of texts would not be very detrimental in these cases.

Seventh, if no improvement can be made, we must find some alternative method of providing books for classes and seriously question the justification for a University Store at all. I see such alternatives as:

- 1) help the students form a book co-op;
- 2) order texts exclusively through Jerrols;
- 3) form a separate independent book outlet;
- 4) order books through the department.

I intend to pursue this problem to some resolution.

KAH:lj1



CENTRAL WASHINGTON UNIVERSITY

Ellensburg, Washington 98926

Affirmative Action/Equal Employment Opportunity/Title IX

COLLEGE OF LETTERS, ARTS AND SCIENCES
OFFICE OF THE DEAN

(509) 963-1000

October 1, 1980

Mr. Wendell Hill, Director
Auxiliary Services
Campus

Dear Wendell:

This quarter I have had a considerable number of faculty members complaining about their problems with the bookstore. The latest complaint was a lengthy memorandum from Professor Hammond. I am aware of the difficulties that bookstores everywhere are encountering; however, I do believe there is room for improvement in our own bookstore services. I am anxious to work with you and your staff in improving our bookstore services.

How about it?

Sincerely,

Burton J. Williams
Professor of History
and Dean

BJW:1km

cc: Professor Hammond
✓ Professor Lawrence
Dr. Garrity
Dr. Harrington
Professor Applegate
Professor Danton
Mr. Courtney Jones
Dr. Comstock
Dr. Schliesman
Dr. Schneider
Dr. Guy
Mr. Davenport
Mr. Moore



CENTRAL WASHINGTON UNIVERSITY

Ellensburg, Washington 99026

Affirmative Action/Equal Employment Opportunity/Title IX

October 6, 1980

RECEIVED

OCT 6 1980

FACULTY SENATE

Mr. Wendell Hill
Director of Auxiliary Services
C.W.U.
Campus

Dear Wendell:

As I indicated to you on the phone I have received several communications regarding the current practice of textbook purchases by the bookstore.

The best solution to answering the current concern lies in Dr. Larry Lawrence's suggestion of October 1, 1980 to me, "I would like to suggest that you or the president ask the Bookstore Advisory Committee to investigate the causes and magnitude of the problem this quarter and report back to you and to the Faculty Senate on the policies and procedures of textbook ordering and possible corrective measures."

Accordingly, I am asking by means of this memo that you please schedule a meeting of the Bookstore Advisory Committee with me next week so that I may share the above charge with them.

By way of information through the cc's below I will indicate that the report from the Bookstore Advisory Committee will be shared with them. (Obviously, many of the cc's below will undoubtedly be interviewed by the Bookstore Advisory Committee to establish the facts on the specific case before them.)

Finally, your suggestion that a well reasoned discussion on the matter followed by constructive comments and action by everyone involved, faculty and bookstore personnel, should improve the book purchasing policies and procedures at CWU is appreciated.

Sincerely,

Edward J. Harrington
Vice President for
Academic Affairs

cc: Dr. Garrity
Dr. Lawrence
Dr. Hammond, Mr. Jones, Dr. Williams, Dr. Applegate,
Dr. Danton, Dr. Comstock, Dr. Schliesman, Dr. Schneider,
Dr. Guy, Mr. Davenport, Mr. Moore



CENTRAL WASHINGTON UNIVERSITY

Ellensburg, Washington 98926

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ART DEPARTMENT

PHONE: (509) 963-2665

September 30, 1980

Mr. Larry Lawrence
Faculty Senate
Language & Literature 416C
Campus

Dear Larry:

With regard to our conversation this summer concerning the responsibility of the departmental chairmen, I requested that the faculty senate consider the following:

At the time the University discontinued 12-month contracts for departmental chairmen, an immediate and difficult problem was created. Basically the problem lay in the continued need to those responsibilities that could not be stopped or delegated to others. These include;

- 1) a continuing responsibility to maintain building facilities and equipment,
- 2) continuing need to administrate degree seeking students who wish to graduate at that time especially in the graduate areas,
- 3) continuing need for administration of summer session in general with regard to faculty,
- 4) continuing need for issuance of requisitions and supplies for the summer and upcoming academic year,
- 5) continuing need to answer correspondence to potential students as well as phone contact in the areas of recruitment,
- 6) continuing need to answer administrative correspondence, i.e., University administrative requests generated by 12-month contract people, and
- 7) continuing need to develop plans pertinent to academic programs.

I believe that it is in the best interest of the University that a complete study be made of the various ways in which the departments are presently dealing with this problem and to recommend to the administration a university-wide policy consistent with good management and fair practices that does not rely on the individual's private negotiations with Deans.

Sincerely,

George Stillman
Chairman

GS:lf

cc: Burton Williams



CENTRAL WASHINGTON UNIVERSITY

Ellensburg, Washington 98926

Affirmative Action/Equal Employment Opportunity/Title IX



THE WILLIAM O.

DOUGLAS HONORS COLLEGE

October 6, 1980

Professor Larry Lawrence, Chairman
Faculty Senate
Campus

RECEIVED

OCT 8 1980

FACULTY SENATE

Dear Professor Lawrence:

Students of the Douglas Honors College complete a general education program that differs from that required of other CWU students. Math, history and foreign language sequences are required and options in the arts, natural sciences, and social sciences are more restricted. The four-year Honors Colloquium is also required. This program was approved by the Senate and the General Education Committee. The full program is described on the middle pages of the enclosed brochure.

When the Senate approved the program, it added the restriction that breadth options could not be chosen from a student's major or minor. The parallel restriction for other students only prohibits selecting breadth courses from one's major. The Honors College restriction has the effect of greatly reducing the options open to our students, especially if they have multiple minors or if their majors and minors are in the natural sciences. Even without the minor restriction, the Honors College program is significantly more rigorous than that of the general catalog.

In view of these points, we petition the Senate to allow us to drop the requirement that breadth electives not be chosen from a student's minor. We agree that it is wise to continue to prohibit application of major department courses to the general education requirements.

I will be glad to meet with those considering Senate action on this matter. Thank you for your attention to this change.

Sincerely,

Warren R. Street
Professor of Psychology and
Chairman, William O. Douglas
Honors College Committee

WRS:1km
Enclosure



CENTRAL WASHINGTON UNIVERSITY

Everett, Washington 98223

Affirmative Action/Equal Employment Opportunity/Title IX

FACULTY SENATE

Edison 102(101D-E)

Telephone 963-3231

October 1, 1980

Edward J. Harrington
Vice President for Academic Affairs
CWB Campus

Dear Dr. Harrington:

On behalf of the Faculty Senate's Textbook Committee, I should like to call your attention regarding your to be a very serious and widespread problem of inadequate supplies of textbooks ordered for campus courses. You will already have received copy of a book store survey, and several other complaints of which I am aware. I have had to deal with each complaint as it comes.

The problems can never be fully resolved, of course, and I have no interest in trying to fix blame: unexpected shifts in enrollment patterns, low publisher's stocks, even occasional clerical error are beyond the control of the bookstore, the faculty, or anyone else. But if the chronic problem becomes acute and large numbers of students are unable to find textbooks for their classes, the University suffers unnecessarily in terms of faculty and student morale, the educational process, and essential public relations. We should do all we can to control the problems and avoid these serious consequences.

I would like to suggest that you or the president ask the Bookstore Advisory Committee to investigate the causes and magnitude of the problem this quarter and report back to you and to the Faculty Senate on the policies and procedures of textbook ordering and on possible corrective measures. Indeed, I would hope to see that committee more actively involved throughout the year.

I would also recommend, for reasons detailed in Dr. Hammond's memo, that textbooks placed on library reserve this quarter be made available to students without proof of purchase until the problem is resolved and the policy regarding such proof is both more fully justified and publicized.

Respectfully,

Edward J. Harrington
Chairman, Textbook Committee

EDJ:ep
cc: President's Office

ANTHROPOLOGY
COURSE ADDITIONS

ANTH 260. Introduction to Museology. (3). Concepts relating to museums in society: history, ethics, philosophy, administration, legislation, and education.

ANTH 360. Museum Curation and Management. (3). Application of techniques of environmental security, restoration and preservation in the management of museum collections.

ANTH 361. Museum Exhibit Design. (3). Principles of design applied to visual presentation of material culture, idea and concepts through educational exhibits.

COMPUTER SCIENCE
COURSE ADDITION

CPSC 384. Foundations of Computer Graphics. (4). Prerequisite, CPSC 177 or knowledge of FORTRAN. Computer and graphic hardware interaction. Overview and use of graphic systems. Mathematical considerations and application.

MATHEMATICS
COURSE ADDITION

MATH 100. Basic Mathematics. (3). For all students whose scores on the Washington Pre-College examinations indicate deficiencies in mathematics. The course will cover basic work in mathematics. Credits will not be allowed toward meeting bachelor's degree requirements at Central. Grades will be either S or U. May be repeated.

RECEIVED

JUN 30 1980

FACULTY SENATE

H. Lawrence
Faculty Senate

June 25, 1980

CURRICULUM PROPOSALS APPROVED BY
THE UNIVERSITY CURRICULUM COMMITTEE
AND FORWARDED TO THE SENATE

PAGE 555

PLEASE NOTE THIS IS A REPLACEMENT FOR THE COPY SENT TO YOU
WITH THE DATE OF June 10, 1980. The CPSC 315. Microprocessors
and Personal Computer Technology, (3-4) was not passed by the
University Curriculum Committee and should not be included as
it was on the June 10th listing.

INTERDISCIPLINARY STUDIES
COURSE ADDITION

Interdisciplinary Studies 290. Contracted Field Experience.
(2-4). Career exploratory, cooperative professional work
experience via an individual contractual arrangement involving
student and a cooperating employer under faculty guidance.
Prior academic and career planning is required. Written
learning objectives are required before registration. Grades
will be S or U.

CHEMISTRY
COURSE ADDITION

CHEM 495. Senior Research. By permission only. (1-6).

MINUTES: Regular Faculty Senate Meeting, 28 May 1980
Presiding Officer: Kenneth A. Hammond, Chairman
Recording Secretary: Esther Peterson

The meeting was called to order at 3:10 p.m.

ROLL CALL

Senators Present: All Senators or their alternates were present except Galer Beed, Robert Bentley, Frank Carlson, Kenneth Cory, Lee Fisher, Don Garrity, Tim Gillie, Erlice Killorn, Robert Lapen, John Meany, Jack Page, Joe Schomer, and Eric Thurston.

Visitors Present: Jimmie Applegate

CHANGES TO AGENDA

1. Change "V. Reports" to "VI" and change other numbers accordingly.
2. Insert new "V. Curriculum Proposals," and add "A. University Curriculum Committee proposals, page 553."

APPROVAL OF MINUTES

MOTION NO. 1939: Mr. Lillard moved, seconded by Ms. Sands, that the Faculty Senate Minutes of May 7, 1980 be approved. Passed by a unanimous voice vote and no abstentions.

COMMUNICATIONS

- A. Letter from Vice President Harrington submitting guidelines for joint appointees (titles and teaching assignments) which have been approved by the Vice President's Advisory Council, as follows:

Guidelines for Joint Appointees

1. Prospective "joint-appointees" will have their credentials reviewed and recommendations will be made by all departments involved in the initial hiring process.
 - a. The decision on an appropriate title will be reached by mutual agreement in advance by the involved departments; e.g. Assistant Professor of _____ and _____.
 - b. All decisions on eligibility for tenure (which area), teaching assignments, etc. will be discussed and agreed upon in advance and made part of the contract for the faculty member being recommended to the Board.
 2. Evaluation of a joint appointee's progress during probation will be by the areas to which the faculty member is assigned. Likewise, later recommendations on merit and promotion will be made jointly.
 3. If a faculty member (currently employed) wishes joint status, the above procedures will be followed, i.e. joint discussions and mutual agreements.
- B. Letter from Dean Applegate, with material enclosed pertaining to locating an Army ROTC unit on the Central Campus.

CURRICULUM

- A. University Curriculum Committee proposals, page 553--

PHYSICAL EDUCATION--COURSE ADDITION

PEID 138. Karate. (1).

MOTION NO. 1940: Ms. Sands moved, seconded by Mr. Tolman, that the University Curriculum Committee proposal on page 553, PEID 138. Karate. (1), be approved. Passed by a unanimous voice vote and one abstention.

REPORTS

A. Chairman, and B. Executive Committee--

- 1) The President informed the Board of Trustees that a final draft Academic Plan will not reach them before the end of this academic year. Presumably a draft will be presented to the Board of Trustees for action this fall.
- 2) Final action was not taken on salaries but should be in June. The merit list was approved at a cost of approximately \$50,000. The current proposal would provide everyone with a one step increment on the salary scale, including those currently at the top. All remaining funds within the 7½ % would be used to adjust the scale upward.
- 3) A request was received from the President to recommend names for a Committee to screen applicants for a new Dean of the new College. Six names were supplied and accepted. They are:

Rosco Tolman and Rae Heimbeck, School of Arts & Humanities;
 Fred Lister and Helmi Habib, School of Natural Science and Mathematics;
 Don Shupe and Otto Jakubek, School of Social and Behavioral Sciences.
- 4) Clair Lillard has agreed to serve as faculty advisor to the Council on Postsecondary Education.

Concern was expressed that nothing has been done towards the appointment of an acting dean or forming a committee to search for a new Dean for the School of Business and Economics. The chairman will check into the matter.

C. Standing Committees--

1. Academic Affairs--Catherine Sands reported the Committee noted the second draft of the Academic Plan does not include the move to combine the three schools into one college under one deanship and therefore must be re-written. The committee did agree to recommend that (1) since recommendation of the Faculty Senate that an external search be made for the new dean will not be honored that the Senate not ask people to serve on the search committee, (Actually the search committee had already been named) and (2) that everyone apply for the deanship.
2. Budget Committee--a letter has been received from Victor Marx indicating that due to pressure of time and trouble, he is resigning from the Budget Committee. The committee had no report at this time.
3. Code Committee--Mr. Harsha will present proposed Code changes under Old Business.
4. Curriculum Committee--no report.
5. Personnel Committee--The committee checked on the matter of summer pay for department chairman. Chairmen do not have an administrative contract for summer, they only have teaching contracts. Only in the very large departments do they have some released time to handle administrative duties. If their classes do not make enrollment, they are not paid and in some cases their time for administrative duties is volunteered.
6. Student Affairs--no report.

- D. CFR--Ken Harsha reported a meeting was held on May 10 to review the second draft of the faculty salary administration plan. The draft is available in the Senate office for anyone wanting to look at it. Another meeting will be held on June 7 in Seattle. The CFR will draft a more detailed position and their position right now is that they agree with the draft in principle, but disagree with the slow pace of movement on the schedule, (it is very conservative), and to the differential between the classes of universities. The CPE will meet June 11 on that draft.

OLD BUSINESS

- A. Academic Plan discussion to be delayed until 4:00 p.m. as per agenda notice.
- B. Proposed Code changes--Ken Harsha noted the Lay-Off Plan is being redrafted, and the proposed changes in Faculty Pay Periods have been referred back to the Vice President. Recommendations by the Code Committee as to the proposed revisions to the Faculty Code as to Coaches, Athletic Director--Rights, Privileges, Limitations, are as follows:

2.75 Professional Leave--Special Conditions

- A. (8) ~~The faculty member on professional leave shall return to service at the university for at least one (1) academic year following the termination of such leave.~~ Upon his a faculty member's return from professional leave, the university shall provide an appointment in the same department as that with which the faculty member was associated prior to going on professional leave, unless the faculty member and the university agree to a change in assignment.

- (9) For this paragraph, substitute the following:

The grant of any professional leave shall be contingent upon a signed contractual agreement between the university and the faculty member providing that the faculty member shall return to the university following his completion of such leave and shall serve in a professional status for a period equal to the amount of leave so granted. Failure to comply with the provisions of such signed agreement shall constitute an obligation of the faculty member to repay the university any remuneration received from the university during the leave.

2.97 Retraining Leave

Add a new sub-section as follows:

- F. The grant of any such retraining leave shall be contingent upon a signed contractual agreement between the university and the faculty member providing that the faculty member shall return to the university following his completion of such leave and serve in a professional status for a period equal to the amount of leave so granted. Failure to comply with the provisions of such signed agreement shall constitute an obligation of the faculty member to repay to the university any remuneration received from the university during the leave.

3.24 Summer School Appointments

Add as a new sub-section (5) (with the present (5) renumbered as (6)) the following statement (preserved from the present 3.27 A):

In the selection of summer school faculty, preference shall be given to Central Washington University faculty who apply over outside personnel of similar training and experience.

3.27 Summer School Appointments--Procedure

Delete the entire section.

3.48 Acquisition of Tenure--Probationary Periods

- A. (7) Faculty originally appointed as substitutes for faculty on leave for an academic year or more; faculty appointed in an emergency situation for a term of less than one (1) academic year; ~~and a faculty member who has have left the university but is~~ are subsequently rehired; and faculty on continuing appointments without tenure--any of whom who each later receive regular appointments on the faculty may petition the Board of Trustees through the appropriate university administrators to count their substitute, prior, emergency, prior, or continuing appointment without tenure service as part of their probationary periods, if such service was full-time;

MOTION NO. 1941: Mr. Harsha moved, seconded by Mr. Lillard, that the proposed Code changes be approved as recommended by the Senate Code Committee. Passed by a unanimous voice vote and no abstentions.

- A. Academic Plan--The Academic Plan was briefly discussed. Mr. Hammond recommended any comments should be in writing and sent to the President or the Academic Affairs Committee.

- C. Election of Officers for 1980-81--

1. Chairperson nominees:

Frank Carlson
Larry Lawrence
Rosco Tolman

Section

1.01 A (1) Faculty--Defined

"...who teach, coach, serve as Athletic Director, supervise research...or who hold one of the following professional designations: lecturer, coach, Athletic Director, or teaching associate..."

2.16: A new section (using the number of the recently deleted Distinguished Professor section) with heading and text as follows:

p. 22, New Section 2.16 Coaches, Athletic Director--Rights, Privileges, Limitations

A. Except as otherwise provided in this code, coaches have the following rights and privileges, and are subject to the following limitations:

- (1) Individuals appointed to the position of coach or Athletic Director may be granted the academic rank for which they qualify according to Section 2.10. If, however, a coach or Athletic Director is granted academic rank, subsequent salary adjustments are governed by the conditions of the approved faculty salary schedule in regard to rank and salary. However, such individuals shall not be granted tenure as coaches.
- (2) A coach or Athletic Director is appointed for a term of service as specified in the letter of appointment to the coaching or Athletic Director position, and may be appointed to either full- or part-time positions.
- (3) A coach or Athletic Director shall have all rights, privileges, responsibilities, and obligations as provided for in this code for faculty as defined in Section 1.01 unless otherwise restricted by the provisions of this code.
- (4) Written notice by the president or his designee not to renew any coaching or Athletic Director appointment shall be given no later than three months prior to the expiration of the appointment.

2.30 Procedure for Determining Promotions

A. (2) ~~In January of each year the vice-president-for-academic-affairs appropriate dean will prepare a list of all faculty in his school or area who appear eligible for promotion according to the provisions of this code. He will circulate the eligibility list to the school deans and other appropriate deans and directors accompanied by an analysis of the current rank distribution of each school and unit and the entire university. If possible, he shall announce the funds available for promotion.~~

A. (3) Re-cast the final sentence:

~~Faculty members will be informed of department or unit ranking by the Personnel Committee and department or section chairman prior to transmission of the list to the appropriate administrator.~~

as follows:

The department or program chairman will inform qualified faculty members of his priority ranking of them, and of the priority ranking of the Personnel Committee whenever relevant, prior to transmission of the list(s) to the appropriate administrator.

2.38 Faculty Load--Instructional Faculty Members

B. (3) ~~Unless their duty stations are off-campus, regular full-time teaching faculty are expected to be available for assignment on campus between 8 a.m.-(7:30 a.m.-during the summer session)-and the close of the academic day-(5 p.m.)-and are also expected to be available for assignment each of the five days of the academic week (Monday through Friday)-excluding holidays. With the exception of faculty members whose specialized duties conventionally require assignments outside normal working hours, days, and duty stations, Saturday and evening assignments and off-campus assignments as part of the regular teaching load are subject to mutual agreement by the department chairman and the faculty member involved. If such agreement cannot be reached, either party may appeal to the Faculty Senate Personnel Committee for binding arbitration.~~

There were no other nominations from the floor.

Larry Lawrence was elected as chairman on the first ballot.

2. Vice-Chairman nominees:

Frank Carlson
Corwin King
Rosco Toman

There were no other nominations from the floor.

Rosco Tolman was elected as vice-chairman on the first ballot.

3. Secretary nominees:

Jim Brennan
Jim Nylander
Laura Appleton was nominated from the floor.

Jim Nylander and Jim Brennan withdrew their names as nominees.

MOTION NO. 1942: Mr. Lillard moved, seconded by Ms. Schactler, to elect Laura Appleton as secretary by acclamation. Passed by a unanimous voice vote and no abstentions.

4. At-Large Executive Committee Officers--(2) nominees:

Jim Brennan
Allen Gulezian
Catherine Sands

There were no other nominations from the floor.

Catherine Sands was elected on the first ballot. Jim Brennan was elected on the second ballot.

NEW BUSINESS

- A. Ad Hoc Committee on Grading--Corwin King presented a brief report. He noted the sentence "Under normal circumstances, a 'C' will be the most frequently earned grade in a class at the undergraduate level." appears to have been deleted from the new catalog. The committee will present a report at the next meeting.
- B. Army ROTC Unit at CWU--Dean Jimmie Applegate explained the proposed program to locate an Army ROTC Unit at Central. It would provide scholarships for selected students and pay for advanced students. It would prepare university graduates to serve as officers in the active army, the national guard, or a reserve unit. He noted the existing AFROTC unit is planning on perhaps 20 cadets for next year, and there are expectations it will continue to grow.

The proposal will be on the Agenda under Old Business for the next meeting.

ADJOURNMENT

The meeting adjourned at 4:50 p.m.